

**ADMINISTRATIVE SERVICES BRANCH
ASSISTANT EXECUTIVE OFFICER REPORT**

(Attachment – Item 11)

SUBJECT	DATE OF ASSIGNMENT	STATUS
Enterprise Transition Management (ETM) Project	Ongoing	<ul style="list-style-type: none"> • The Enterprise Transition Management Project is continuing to work on activities to transition the CalPERS employees to a new business environment (PSR Project). These activities are in the areas of training, skill assessments, organization design and communication. These are collaborative efforts with the PSR project. • The ETM Project recently completed several focus groups with CalPERS management and staff on the topics of awareness of the PSR and ETM Projects and the desired mechanisms for communication. The information gathered will be used in developing communication methods and activities. • Draft high level organization design alternatives were presented to Executive Staff on November 26, 2007. Based upon feedback, the ETM team will design two additional alternatives to present to the group in December.
Business Continuity	Ongoing	<ul style="list-style-type: none"> • Work has begun on the next Business Continuity exercise. It is anticipated that this exercise will be our first multiple-day event.
Change Management Training	In Progress	<ul style="list-style-type: none"> • Manager/Supervisor Course – will exceed the goal of 90 percent of managers and supervisors trained by December 31, 2007 • Customized Staff Course – <ul style="list-style-type: none"> – 375 staff have completed the class to date – By June 2008, a total of 35 classes will be offered, giving all staff an opportunity to attend